

## Internship 360-Degree Evaluation Report

**sicelokayisa@gmail.com**

Internship Start Date: **June 17th 2024**

Internship End Date: **July 16th 2024**

Internship Role: **Data Analyst Trainee**

**Dear SICELO KAYISA,**

This report is a summary of your performance during the virtual internship which is prepared using your self reflection and feedback received from your manager and peers. In this report we have shared feedback on some of the major areas that you were evaluated in during your internship period. We hope this feedback will help you reflect on your internship experience and identify your strengths and areas for improvement.

Based on the 360-degree evaluation process, your percentage scores obtained are as follows:

Peer Evaluation Score: **97**

Manager Evaluation Score: **76**

Overall Score: **88**

Please note that your peer evaluation score should be greater than **70%** to mark successful internship completion and your overall score should be greater than **90%** to be considered as the star performer for the internship.

Here is the feedback on some of the core areas that you were evaluated in:

Parameter	Percentage Received (Out of 100)	Feedback
Communication Skills	87	Excelled in communication by fostering a collaborative environment. Ensured that all team members were well-informed and engaged, leading to efficient project execution. Proactively addressed communication challenges.
Collaboration Skills	93	Demonstrated exceptional teamwork by consistently contributing positively to the project. Facilitated strong group cohesion, enhancing overall team performance.
Ability to Meet Deadlines	100	Always completed tasks well ahead of deadlines. Displayed exceptional time management skills, consistently exceeding project requirements and deadlines.
Quality of Work	100	Consistently produced flawless work with impeccable attention to detail. Demonstrated an exceptional level of accuracy and precision in all tasks.

### About this report

This internship evaluation report is an objective assessment based on established rubrics, providing scores and feedback to evaluate the intern's professional development during the internship period. The scores and feedback aim to offer constructive insights into the intern's performance. It is not intended to inflict personal harm but rather to encourage growth and improvement. Please note that Excelerate does not assume liability for decisions or actions taken based on this evaluation. Before relying on this report, it is advised to contact us for clarification or additional information at [support@4excelerate.org](mailto:support@4excelerate.org).